

Join Our Team as the Director of Advancement at ICA San Diego!

About Us

Are you a seasoned fundraising and development professional seeking a dynamic opportunity to make a significant impact in the contemporary arts landscape in San Diego? ICA San Diego invites you to join us as the Director of Advancement, where you will play a pivotal role in achieving our mission to question everything. ICA San Diego aspires to surprise, excite, and challenge assumptions by serving as a highly dynamic platform and a living laboratory of art and ideas. If you are passionate about leveraging your expertise to drive fundraising initiatives and shape the future of the arts in San Diego, we welcome you to apply for this position.

Job Description

As the Director of Advancement at ICA San Diego, you will be responsible for developing and coordinating a comprehensive financial resource development plan, encompassing membership programs, donor engagement, grants, corporate sponsorships, fundraising events, public relations outreach, endowment, and capital campaigns. Your expertise in cultivating and stewarding a portfolio of donors with the potential to give up to \$100k will be instrumental in driving our fundraising success. Your persuasive abilities will shine as you present formal fundraising proposals to major donors and prospects. Building strong, professional relationships with existing giving communities, new prospects, and granting organizations will be vital to meet our ambitious fundraising goals. Your financial acumen will ensure effective resource utilization as you monitor the advancement department budget. As a key representative of ICA San Diego, you will raise awareness of our organization and its mission within the San Diego community. Additionally, your supervisory responsibilities will involve providing leadership and oversight to the Advancement Department staff, hiring and training as needed, developing fundraising Key Performance Indicators (KPIs), and providing constructive, timely feedback.

Responsibilities

- Collaborate with the Executive Director to develop and coordinate a comprehensive financial resource development plan, including membership programs, major donor engagement, grants, corporate sponsorships, fundraising events, public relations outreach, endowment, and capital campaigns.
- Identify, cultivate, and steward a portfolio of donors, including board members, with the potential to contribute up to \$100k.
- Develop fundraising materials and communication efforts in alignment with the Marketing Manager.
- Present formal fundraising proposals to major donors and prospects.

- Build professional relationships with existing and potential donors, granting organizations, and giving communities.
- Create and monitor the advancement department budget to achieve strategic goals.
- Support the Executive Director in presenting proposals and solicitations.
- Staff and serve on the advisory board, working with advancement committee advisors to set agendas and identify goals.
- Generate advancement materials such as grant letters and case statements.
- Establish and manage fundraising goals, pipelines, and programs.
- Utilize CRM software to manage pipelines, delegate responsibilities, measure goals, and automate donor communications.
- Collaborate with the Marketing Manager on public relations strategy and execution.
- Provide leadership and oversight to Advancement Department staff, including Marketing Manager, Advancement Manager, and Membership Coordinator.

Qualifications

- Experience raising funds for budgets of \$2M+.
- Proficiency in sponsorship solicitation.
- Excellent computer skills, including Google Suite and CRM software.
- Strong understanding of social media platforms and non-profit development best practices.
- Engagement in the non-profit development community.
- Exceptional communication skills, both verbal and written.
- Ability to work independently and travel as required.
- Bachelor's degree in business, non-profit management, or a related field.
- 8+ years of non-profit development experience.
- Valid California driver's license or willingness to obtain.

Preferred Qualifications

- Proficiency with Salesforce.
- Previous experience with building endowments, legacy programs, and fundraising for large capital campaigns.
- Previous experience leading a diverse team to achieve shared goals.
- Advanced degree in business, non-profit management, or a related field.

Inclusion

At ICA San Diego, we are committed to fostering an inclusive, diverse, and accessible environment. We value the unique contributions of individuals from all backgrounds and do not discriminate based on race/ethnicity, age, disability, sexual orientation, gender identity,

socioeconomic status, geography, citizenship status, religion, or any other protected class. We believe that collaboration and understanding thrive when cultures and communities come together. We are committed to providing reasonable accommodations for applicants and employees. If you require accommodations, please let us know by contacting us at jobs@icasandiego.org.

Schedule and Compensation

The Director of Advancement is a full-time, exempt position. The salary will fall between \$80,000 and \$100,000 commensurate with qualifications and experience. Benefits include \$400 monthly toward medical insurance premiums through ICA San Diego insurance provider, 120 hours paid time off for the first year, ten paid holidays per calendar year, staff appreciation days, discounts at select Balboa Park restaurants and shops, and free admission to member museums.

How to Apply

If you're ready to make a difference in the art community and create memorable experiences for visitors, we invite you to join our team at ICA San Diego. To apply, please submit an email expressing your interest in the position with a resume attached to jobs@icasandiego.org. We understand that a person's qualifications may not be fully captured in their resume and we encourage you to include a cover letter or any supplementary documents that highlight your relevant experiences, skills, or accomplishments that make you a strong candidate for the position.